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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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June 20, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – BOURNE,
INCORPORATED, GROUP HOME SERVICES, BOURNE GROUP
HOME**

We have completed a review of Bourne Group Home (Group Home or Agency) operated by Bourne, Incorporated Group Home Services. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Bourne Group Home is a six-bed facility, which provides care for boys ages 13-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Bourne Group Home was providing services for six Los Angeles County DCFS children.

Bourne Group Home is located in the Fifth District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. Bourne Group Home needs to address several deficient areas.

Bourne Group Home needs to repair the front entry door; provide sufficient lighting, and clean the carpeting throughout the home; replace the recliner, and repair the window blinds in the dayroom; clean the kitchen stove, and replace the kitchen cabinet door; clean the bathtub and bathroom walls, and repair the toilet in bathroom one; replace the toilet tank lid in bathroom two; remove the clothing from the closets and bedroom floors; repair the dresser in bedroom one; repair the window coverings in bedroom two; maintain a full complement of linens on the beds in bedroom three; and encourage and assist children in creating and maintaining photo albums/life books .

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:gfw
http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Robert B. Taylor, Chief Probation Officer
Tim Bourne, Executive Director, Bourne, Inc., Group Home Services
Public Information Office
Audit Committee

Bourne, Incorporated, Group Home Services
Bourne Group Home
3369 Monterosa
Altadena, California 91001
Phone: (626) 794-3272
License Number: 198203672
Rate Classification Level: 10

I. Facility and Environment

Method of assessment – Observation

Comments:

Bourne Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

There is adequate furniture, and the Group Home provides a home-like environment. However, the interior of the Group Home is not well maintained. The entry door is cracked, and the security eyelet is missing. The carpeting is dirty, and the lighting is insufficient throughout the Group Home. In the dayroom, the recliner is broken, and the window blinds are missing slats. In the kitchen, a cabinet door is missing, and the stove and oven are dirty. In bathroom one, there are rust stains in the bathtub, the toilet is inoperable, and the walls are dirty. In bathroom two, the toilet tank lid does not fit.

Children's bedrooms have age-appropriate personalized decorations. There is adequate furniture, and storage space. Window screens are in good repair. The mattresses are comfortable, and the children's sleeping arrangements are appropriate. However, in each bedroom, clothes are piled on the closet and bedroom floors. In bedroom one, the dresser is scratched and worn. In bedroom two, slats are missing from the window blinds. In bedroom three, one bed does not have a full complement of linens.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Bourne, Inc., Group Home Services management:

- a. Repair the cracks and replace the security eyelet in the front entry door.**

- b. Clean the carpeting throughout the Group Home.**
- c. Provide sufficient lighting throughout the Group Home.**
- d. Replace the recliner and the blinds in the dayroom.**
- e. Replace the kitchen cabinet door.**
- f. Clean the kitchen stove and oven.**
- g. Clean the bathtub and walls in bathroom one.**
- h. Repair the toilet and replace the tank lid in bathroom two.**
- i. Remove the clothing from the closets and bedroom floors.**
- j. Repair the dresser in bedroom one.**
- k. Repair the window coverings in bedroom two.**
- l. Provide a full complement of linens on the beds in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency's management, there are currently no residents taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendation

- 2. Bourne, Inc., Group Home Services management provide all children with opportunities to maintain photo albums/life books.**

Bourne Inc Group Home Services
3369 Monterosa Ave. Altadena Ca 91001 626-797-9196
fax 626 345-9970

April 6, 2006

To: County of Los Angeles Department of Auditor-controller
Attn: Candace Rhue, Group Home Audit Supervisor
Department of auditor-controller, Kenneth Hahn hall of administration
500 W. Temple, room 515-a, Los Angeles CA 90012

To Group Home supervisor,

This letter is intended to complete the group home auditing process. Base on the results of the group home audit located at BOURNE INC 3369 Monterosa Ave Altadena 91001.

The corrective action of each recommendation is as follows:

- A. Sufficient lighting has been updated by replacing bulbs throughout the house.
- B. The day room recliner has been removed and replaced with another chair.
- C. Slats have been replaced on the blinds to give a complete coverage of the windows in all areas.
- D. The kitchen cabinet door has been repaired.
- E. The kitchen stovetop and oven will remain clean.
- F. The bathroom walls painted, along with a new ventilation fan installed, bathroom tub stain removed.
- G. In bathroom number 1 the toilet has been repaired as well as a new toilet top has been ordered (pending arrival 04/10/06)
- H. New linens have been purchased, to give an abundance of alternate linen supply.
- I. The dresser in room number one has been refurbished.
- J. Bourne Inc has provided all clients with life books for personal usage. Life books will be reviewed by staff and reviewed periodically by facility manager William Turner
- K. At the entry way, the cracks in the door have been repaired, as well as the peep hole replaced.
- L. Bourne Inc staff will stress to minors to keep personal clothing off the bedroom floors, and utilize the proper storage and hamper that has been provided.
- M. Bourne Inc will make every attempt to maintain timely medical appointments when possible. Facility manager William Turner will administrate all medical appointments and administrator Timothy Bourne will provide quality assurance to insure that medical appointment will completed in the time allotted.

Agency's plan:

To ensure that these deficiencies will not occur again and remain implemented Facility Manager William Turner will be responsible for monitoring the facility and physical plant areas. Mr. Turner will report to the group home administrator of any repairs necessary.

To ensure that all corrective actions will remain implemented, Bourne Inc administrator Timothy Bourne will receive all reports from facility manager during a weekly administrative staff meeting and respond to the report accordingly. Administrator will also provide quality assurance to insure that facility is maintain by the regulations according to title 22

Thank You,

Timothy Bourne/ Administrator

Timothy Bourne